

REQUEST FOR RECORDS DISPOSAL AUTHORITY
 (See Instructions on reverse)

NCD 12 Oct 17 M

TO **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Executive Office of the President

2 MAJOR SUBDIVISION
Office of Administration

3 MINOR SUBDIVISION
Information Management and Services Division

4 NAME OF PERSON WITH WHOM TO CONFER
Steve Rudzinski

5 TEL EXT
395-7202

LEAVE BLANK	
JOB NO	<u>NC1-364-80-1</u>
DATE RECEIVED	<u>June 23, 1980</u>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>Withdrawn</u> Date	<u>10/7/83</u> Archivist of the United States

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 28 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C DATE	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE
9/27/79	<i>Nell Doering</i>	Records Management Officer

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	See attached Records Control Schedule: Office of the Special Representative for Trade Negotiations		

51 items

OFFICE OF THE SPECIAL REPRESENTATIVE FOR TRADE NEGOTIATIONS

The Office of the Special Representative for Trade Negotiations was established as an agency in the Executive Office of the President by the Trade Act of 1974 (88 Stat. 1999; 19 U.S.C. 2171), which was signed into law on January 3, 1975. The Office carries out its functions under the authority of the Trade Expansion Act of 1962 (19 U.S.C. 1808) and the Trade Act of 1974 and under authority delegated by the President in Executive Order 11846 of March 27, 1975, as amended.

The Office is headed by the Special Representative for Trade Negotiations, a Cabinet-level official with the rank of ambassador, who is directly responsible to the President. In addition, the Office consists of two Deputy Special Representatives for Trade Negotiations, also with the rank of ambassador, and a professional staff.

Established by, and under the direction and control of, the Special Representative for Trade Negotiations are three interagency committees: The Trade Policy Staff Committee, the Trade Policy Review Group, and the Trade Policy Committee.

The Special Representative for Trade Negotiations is responsible for supervising and coordinating the trade agreements program and directs U.S. participation in trade negotiations with other countries.

Records Common to All Offices

✓ 1. Personal Papers.

Papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of an STR employee will be clearly designated as nonofficial and will at all times be filed separately from the official records of this office. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portions of such correspondence that pertain to official business will be extracted and made a part of the official files.

TEMPORARY. Dispose ^{in agency} when no longer needed.

✓ 2. Program Reference Material.

The program reference material consists of extra copies of record material retained solely for convenience of

reference; information and reference copies of correspondence and other papers on which no action is necessary; preliminary drafts of letters, memoranda, reports, studies, preliminary worksheets and informal notes that do not add significant data or substance in the final steps of the preparation of an official record; shorthand notes, including stenographic notebooks and stenotype tapes, that have been transcribed; abstracts of correspondence, route slips, and letters of transmittal that do not contain significant information; stocks of publications and processed documents maintained for distribution purposes; catalogues, trade journals, and other publications or printed material received from other Government agencies, commercial firms, or private institutions, which require no action or supplement the official record.

TEMPORARY. Cut-off every 2 years.
 Destroy on site when 2 years old or when no longer needed, whichever is sooner.

✓ 3. Correspondence Files.

The correspondence files contain copies of routine inquiries (from the public, referrals from the White House, Congress, and other Government agencies), replies thereto, background materials for formal informational releases and other correspondence in which no unusual administrative decisions, policies, or efforts are involved.

TEMPORARY. Cut-off every 2 years.
 Destroy on site when 2 years old.

Restrictions: Records: Records marked "Business Confidential" in the files of the Office of the Special Representative for Trade Negotiations. No one may examine these records or be given information from or copies of them except by permission of the Chairman, Trade Information Committee, Office of the Special Representative for Trade Negotiations. Specified by: Office of the Special Representative for Trade negotiations.

Records of the Management and Administration Section

These files reflect the Management and Administration Section's responsibilities for the ongoing review and preparation of the STR budget and in coordination with the Department of State, the ongoing review and preparation of the multilateral trade negotiations (MTN) budget.

With the assistance of the Executive Office of the President, Office of Administration, this section is responsible for processing and handling all personnel and financial transactions for STR. With respect to the MTN, this section is directly responsible for the coordination with the Department of State of MTN Washington-based personnel and financial transactions as well as general overview of such Geneva transactions.

4. Budget Preparation, Presentation, and Apportionment Files.

Budget preparation, presentation, and apportionment files consist of budgets for STR, MTN, the Kennedy Round, and ADP Services. Included in these files are hearings, Statements of Financial Condition (SF 220); Report on Budget Execution (SF 133); Apportionment and Reapportionment (SF 132); budget amendments and supplementals; policy and allowance letters from OMB; and various other subject files on the formulation of these budgets.

TEMPORARY. Cut-off every fiscal year.
Destroy on site when 4 years old.

5. Administrative Management Subject Files.

Administrative management files consist of internal directives, organizational charts, and various other subject files relating to administrative management. The files are arranged alphabetically by subject. $\frac{1}{2}$ cu ft./yr.

PERMANENT. Cut-off every 4 years.
(Transfer to EOP Depository every 4 years.)
Transfer to FRC every 4 years.
Offer to NARS when 10 years old.

Negotiations

Records of the Special Representative for Trade (STR)

The Special Representative for Trade Negotiations (STR) is the "chief representative of the United States for each trade negotiation," and is charged with "all activities consisting of, or relating to, the negotiation or administration of trade agreements which primarily concern trade" and which are concluded under the President's Constitutional authority, the Tariff Act of 1930, and the Trade Expansion Act of 1962 or the Trade Act of 1974.

The STR by law reports to the President and the Congress. By Executive Order 11846, he is also designated as Chairman of the Trade Policy Committee, a Cabinet-level interagency organization. The STR coordinates and consults with the Chairmen and Senior Minority Members of the Senate Finance and House Ways and Means Committees, as well as with the five members of the Liaison Committees appointed by the Speaker of the House of Representatives and the President pro tempore of the Senate. On an issue-by-issue basis, the STR also works with other Members of Congress, as necessary.

The STR position was created to provide even-handed coordination and implementation of policy in the trade area of international economic relations. Accordingly, a large component of the STR's responsibilities is the coordination of diverse and often-conflicting views of domestic industry, agriculture, labor, and consumers, as well as Federal agencies, in the international trade area.

6. STR Subject Files.

The subjects are arranged alphabetically by commodities and other topics dealing with trade. The files contain copies of internal briefing material, minutes of cabinet meetings, memoranda to the President, copies of Cabinet Economic Policy Group papers (chaired by Treasury), and copies of various press releases and speeches. Also included in the subject file is the Trade Policy Committee (TPC) records, consisting of notices of meetings, agenda, briefing papers, talking points, and the list of members. 2 cu ft./yr,

PERMANENT. (Transfer to EOP Depository upon departure of the Ambassador.)
 Transfer to FRC upon departure of the Ambassador.
 Offer to NARS when 12 years old.

7. Correspondence Files.

See Item ^{35a}~~34(a)~~ of this schedule.

8. STR Chronological Files.

This file contains copies of correspondence and internal memoranda signed by the Ambassador. The file is arranged chronologically and is maintained by the Computer Section. See Item ~~32(1)~~ and ~~32(2)~~ of this schedule.

~~35(1)~~

~~35(2)~~

Records of the Deputy Special Representatives for Trade

The role of the Deputy Special Trade Representative (in Washington) is to oversee the domestic policy-making functions of the Office. The Deputy STR also chairs the Trade Policy Review Group (TPRG), which is made up of assistant secretaries from the Executive departments, and determines the U. S. Policy positions on important MTN issues and other trade matters (such as import relief cases and unfair trade practice cases). Issues which are not agreed upon in the TPSC are also referred to the TPRG.

9. Deputy STR Subject Files (in Washington).

The subject files are arranged alphabetically by commodities and other topics. The files contain correspondence received from and sent to other Government agencies, memoranda from the STR staff, copies of internal office memoranda and of memoranda between the Deputy Ambassador and the President. Also included in the Subject file is the Trade Policy Review Group (TPRG) records consisting of notices to agency members of meetings, agendas, briefing papers and discussion option papers and summaries of meetings (including summaries of decisions).

1 or ft/yr.

PERMANENT. Cut-off every 2 years.
 (Transfer to EOP Depository every 2 years or upon departure of the Deputy Ambassador.)
 Transfer to FRC every 2 years or upon departure of the Deputy Ambassador.
 Offer to NARS when 12 years old.

The Deputy Special Trade Representative (in Geneva) is responsible for all personnel and resources of the Geneva office. The Deputy STR is also responsible for implementation of all Washington-developed MTN negotiating strategy and instructions.

10. Deputy STR Subject Files (in Geneva).

The subject files are arranged alphabetically by commodities and other topics. The files contain correspondence from and sent to other government agencies, memoranda from STR staff, and memoranda from the Deputy Ambassador to the President.

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository every 2 years or upon departure of the Deputy Ambassador.

Transfer to FRC every 2 years or upon departure
of the Deputy Ambassador.
Offer to NARS when 12 years old.

11. Deputy STR Chronological Files.

This file contains copies of correspondence and internal
memoranda signed by the Deputy Director. The file is
arranged chronologically. $\frac{1}{2}$ cu ft./yr.

PERMANENT. Cut-off every 2 years.
(Transfer to EOP Depository every 2 years or
upon departure of the Deputy Ambassador.)
Transfer to FRC every 2 years or upon departure
of the Deputy Ambassador.
Offer of NARS when 12 years old.

Records of the General Counsel's Office

The files of this office reflect its responsibilities for the analysis, formulation and solution of legal problems relating to the implementation of the Trade Act of 1974; the application of various provisions of domestic law dealing with tariffs and trade; the implementation of international agreements, including the GATT; the preparation of international agreements; substantive responsibility for subsidies and countervailing duties, section 301 of the Trade Act; and a broad range of other legal matters pertaining to the conduct of international trade. The office reviews all position papers produced in the STR office, prior to their interagency consideration, for legal implications.

The office is responsible for coordination of official STR views on legislation including preparation of legal briefing books.

The office prepares, in coordination with other STR offices, all Executive Orders, Federal Register notices, and other legal documents produced by STR.

The office is responsible for reviewing requests for information under the Freedom of Information Act and ensuring STR compliance with the Act and all security requirements, and for all other legal matters pertaining to the internal operation of STR.

12. General Counsel's Subject Files.

The files are arranged by subject covering all areas of legal matters pertaining to international trade such as, adjustment assistance, trade agreements, subsidies, countervailing duties, agency legal matters, Executive Orders, Proclamations and legislation. The files also contain copies of State Department telegrams, GATT documents, USITC reports, and computer printouts relating to the General Counsel's responsibilities. *4-5 cu ft. /yr.*

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository every 2 years.
 Transfer to FRC every 2 years.
 Offer to NARS when 10 years old.

13. Freedom of Information Act (FOIA) Reports Files.

This file contains annual reports to the Congress at the agency level.

PERMANENT. Cut-off every 2 years.
Transfer to EOP Depository every 2 years.
Transfer to FRC every 2 years.
Offer to NARS when ~~5 years old~~ with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.

GRS 14/19a
(same)

14. Section 301 of the Trade Act Case Files (Unfair Trade Practices).

This is an alphabetical file by subject, country or company, and docket number. The file contains petitions from interested parties requesting STR to conduct public hearings on alleged unfair trade practices and policies, and includes the final outcome of the case. Also included are STR's semi-annual reports to Congress concerning the status of reviews undertaken.

1/2 cu ft/yr

PERMANENT. Cut-off every 2 years.
Transfer to EOP Depository every 2 years.
Transfer to FRC every 2 years.
Offer to NARS when 15 years old.

Congressional and Public Affairs Files

The files of the Congressional and Public Affairs Office reflect its responsibility as chief public spokesman for the STR on trade negotiations and policies. The office is the principal advisor to the STR on all aspects of Congressional concern with the multilateral trade negotiations (MTN) and other trade policy matters within the jurisdiction of STR. The office is also responsible for maintaining day-to-day liaison with all appropriate Congressional Committees, members and staffs.

In addition, the office is responsible for keeping the public informed of all U. S. trade policies, decisions, actions, negotiations and other activities of STR. This includes approving and writing press releases, speeches, articles and other public statements, arranging and holding interviews, background conferences and briefings.

✓ 15. Congressional Information Files.

The Congressional files consist of copies of Congressional scorecards, (summary of action under Trade Act of 1974), legislation dealing with trade such as Oversight Hearings and statements before Congressional committees, Congressional Delegation (CODEL) telegrams, biographical sketches on various congressmen, and confirmation hearings for the Ambassador and Deputy Ambassador.

TEMPORARY. a) Destroy on site CODEL telegram when one year old.
b) Destroy on site other Congressional information files when 6 years old.

✓ 16. Congressional Correspondence Files.

See Item 34(a) of this schedule.

✓ 17. Public Information Files.

The public information files consist of a complete set of STR formal information releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto. The files are arranged chronologically.

PERMANENT. Cut-off every ⁵ 4 years.
Transfer to EOP Depository every ⁵ 4 years.
Transfer to ERC every ⁵ 4 years. OFFER to NARS in 5-year blocks when 20⁵ yrs. old (e.g., offer 1970-4 block in 1995).

GRS 14/16
(same)

Offer to NARS when 8 years old.

18. Information Subject Files.

The information subject files are arranged alphabetically and contain subjects that are formally designated the responsibility of the Public Affairs Office such as the historical file on STR.

GRS 14/2
(submit
115)

PERMANENT. Cut-off every 4 years.
Transfer to EOP Depository every 4 years.
Transfer to FRC every 4 years.
Offer to NARS when 8 years old.

1/2 cu ft/yr

Records of the Multilateral Trade (MTN) Coordinator

The files of this office reflect its responsibilities for the operation of the President's Advisory Committee for Trade Negotiation (ACTN), and for coordination of STR's advisory relationships with the private sector. The office also carries out joint management responsibilities in the operation of private sector advisory committees with the Departments of Commerce, Labor, and Agriculture.

The Director of this office is also responsible for sector negotiation policy in the Multilateral Trade Negotiations (MTN), for STR policy on service industries, and for scientific and technical issues of interest to STR.

19. Advisory Committee for Trade Negotiation (ACTN) Files.

These files are arranged by subject and contain the ACTN charter, advice files, a historical file on ACTN, MTN general information, agendas, and minutes of meetings. *1/2 cu. ft./yr. accumulation*

PERMANENT. Cut-off every 4 years.
 (Transfer to EOP Depository every 4 years.)
 Transfer to FRC every 4 years.
 Offer to NARS when 12 years old.

20. MTN Subject Files.

a. These files are arranged by subject and contain information and advice from the private sectors ranging from broad overall policy objectives to technical aspects of MTN negotiations policy on particular products relating to trade policy *(during Tokyo Round talks), 1 cu. ft./yr.*

PERMANENT. Cut-off every 2 years.
 (Transfer to EOP Depository every 2 years.)
 Transfer to FRC every 2 years.
 Offer to NARS when 12 years old.

✓ b. The files also contain copies of GATT documents, USITC reports, State Department telegrams and briefing papers, and computer printouts on various commodities relating to the MTN Coordinator's responsibilities.

TEMPORARY.) Destroy on site copies of telegrams, briefing papers and printouts when 2 years old.

~~a) USITC reports and GATT documents will be returned to the TPSC office 3 months after case has been completed and documents are updated.~~

✓ c. Copies of private advisory committee materials from the Departments of Commerce, Labor, and Agriculture.

TEMPORARY. Destroy on site when 2 years old

Records of the Textile Policies Development,
Multifiber Textile Negotiations Section

The files for this section reflect its responsibility for the administration and development of U.S. textile policy. It is responsible for U.S. obligations under the Multifiber Arrangement and will conduct negotiations and/or consultations on a bilateral basis with the foreign supplying countries.

21. Textile Subject Files.

The subject files are arranged alphabetically by textile commodities (i.e., carpets, fishnets, man-made fibers, etc.), countries, and advisory committees. Also included in the subject files are Multifiber Arrangement (MFA), Bilateral Textile Agreement, countervailing duties and petitions on duties. The files contain correspondence received from and sent to other Government agencies, private industry and the public, and internal office memos on updates of activities relating to textile items. The files also contain copies of GATT documents, State Department telegrams and briefing papers, and computer printouts on various textile commodities relating to the Textile Policies Section's responsibilities. $\frac{1}{2}$ cu ft./yr.

PERMANENT. Cut-off every 2 years.
(Transfer to EOP Depository every 2 years.)
Transfer to FRC every 2 years.
Offer to NARS when 5 years old.

Records of the Agriculture Trade Policies, Commodities
Analysis, and Agriculture Advisory Groups Section

The files of the Agriculture Section reflect its responsibilities for the development and coordination of U.S. agricultural commodity policy on a multilateral and bilateral basis and on the development of U.S. strategy in the Multilateral Trade Negotiations (MTN) and its responsibility for the analysis of USITC reports on Section 201 of the Trade Act relating to agriculture.

22. Agriculture Subject Files.

The subject files are arranged alphabetically by countries, commodities (i.e., cotton, dairy, fruits and vegetables, grain and feed, livestock and livestock products, oilseeds and products, poultry and eggs, and tobacco) and other categories relating to agriculture. The files contain correspondence received from and sent to other government agencies, private industry, and the public, memo of record for the file on telephone conversations, position papers prepared on various agriculture commodities, and internal office memos on updates of activities relating to agriculture items. The files also contain copies of State Department telegrams, GATT documents, USITC reports, and computer printouts on various commodities relating to the Agriculture Section's responsibilities. *1 cu ft./yr.*

PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository every 2 years.
 Transfer to FRC every 2 years.
 Offer to NARS when 6 years old.

✓ 23. Private Advisory Committee files on the Agriculture Policy Advisory Committee (APAC) and the Agricultural Technical Advisory Committees (ATAC's).

These files contain copies of agendas, minutes of meetings, hearings, and information on agricultural industries and associations. The official files of the APAC and the ATAC's are maintained by the Department of Agriculture.

TEMPORARY. Cut-off every 2 years.
 Transfer to EOP Depository every 2 years.
 Transfer to FRC every 2 years.
 Destroy when 6 years old.

Records of the Industry Policy for Sectors and
Products, Industry and Labor Advisory Group Section

The files of the Industrial Section reflect its responsibilities for the development of trade policy with respect to individual industrial sectors and products, including escape clause cases and other current trade issues, which may include the negotiation of agreements covering specific industrial products and policy coordination of the implementation of such agreements.

24. Industry Subject Files.

The subject files are arranged alphabetically by commodities (which coincides with the Industry Sectors Advisory Committee numbers, such as, lumber and wood products, industrial chemicals, synthetic rubber, leather and leather products, and iron and steel forgings). Included also are subject files on Government procurement, Adjustment Assistance, American Selling Price (ASP), and Headnote Committee on Tariff Schedules of the United States. Files are maintained on special bilateral trade flows with major trading partners and with economic, tariff, and trade information.

The files contain correspondence received from and sent to other Government agencies, private industry and the public, memo of record of telephone conversations, position papers prepared on various industrial items, and internal office memos on updates of activities relating to industrial items.

2 cu ft./yr.

- a. PERMANENT. Cut-off every 2 years.
 Transfer to EOP Depository every 2 years.
 Transfer to FRC every 2 years.
 Offer to NARS when 6 years old.
- b. The above files also contain copies State Department telegrams.
- ✓ TEMPORARY. Destroy on site every six months the information copies which are not an integral part of the subject files.
- ✓ c. The above files also contain computer printouts on various commodities relating to the Industry Section's responsibilities.

TEMPORARY. Destroy on site when superseded by updated information.

- ✓ d. The above files also contain drafts of working papers, MTN/TPSC position papers, briefing books and talking points, GSP and Trade Law program hearing notes.

TEMPORARY. Destroy on site the drafts after final paper, briefing book, case or report is issued.

25. MTN/TPSC Position Papers Briefing Books.

The briefing books contain the final MTN/TPSC position papers, talking points on specific countries, commodities and subjects.

PERMANENT. (Transfer to EOP Depository every year.)
Transfer to FRC every year.
Offer to NARS when 12 years old.

26. ITC Case Files on Trade Laws.

The files contain ITC cases and hearings materials on Trade Laws requiring STR-TPSC oversight review and STR recommendations to the President. (TPSC is holder of final report materials). The files are arranged alphabetically by commodity. $\frac{1}{2}$ cu ft./yr.

PERMANENT. Cut-off after case is completed.
(Transfer to EOP Depository 1 year after case is completed)
Transfer to FRC 1 year after case is completed.
Offer to NARS when 4 years old.

- ✓ 27. Private Advisory Committee files on the Industry Policy Advisory Committee (IPAC), the Industry Sector Advisory Committees (ISAC's), the Labor Policy Advisory Committee (LPAC), and the Labor Sector Advisory Committees (LSAC's).

The files contain copies of agendas, minutes of meetings, hearings, Industrial Sector Advisory Reports (ISAR's) by number, telegrams, and correspondence. The official files of the IPAC and the ISAC's are maintained by the Department of Commerce. The official files of the LPAC and the LSAC's are maintained by the Department of Labor.

TEMPORARY. Cut-off every 2 years.
(Transfer to EOP Depository every 2 years.)

~~Transfer to FRC every 2 years.
Destroy when 12 years old.~~

Records of the Bilateral Relations, Less Developed
Countries, and Generalized System of Preferences
Section

This area has overall responsibility for all phases of U.S. relations with developing countries including multilateral trade relations with less developed countries and non-market economies. Additional areas of responsibility include Tropical Product Negotiations and the Generalized System of Preferences.

28. Generalized System of Preferences (GSP) Files.

The files are arranged alphabetically by product, company and country and consist of correspondence between domestic concerns and representative groups for the Less Developed Countries. This correspondence takes the form of a petitioning process resulting in the acceptance of legal briefs and rebuttal cases to the files. Included in the files are originals of withdrawals of petitions and copies of some case decisions. Also included are copies and originals of position papers on GSP items, State Department telegrams, USITC reports, testimony, and press releases.

4 - 5 cu ft./yr.

PERMANENT. Cut-off every 2 years.
(Transfer to EOP Depository every 4 years.)
Transfer to FRC every 4 years.
Offer to NARS when 10 years old.

29. Tropical Products Files.

The files are arranged alphabetically by tropical product and reflect the concerns of the United States to provide preferential treatment to Less Developed Countries on tropical product offers. These files consist of both original and copies of correspondence between STR and private sector advisory groups representing, industry, agriculture, and labor. Included in the files are State Department telegrams, issue papers, informational items from the Tropical Products Subcommittee and files by country.

1/2 cu ft./yr.

PERMANENT. Cut-off every 2 years.
Transfer to EOP Depository every 4 years.
Transfer to FRC every 4 years.
Offer to NARS when 10 years old.

30. Less Developed Country Files.

The files are arranged alphabetically by country and subject. These files consist of memoranda of agreement and/or conversations and meetings between countries. They also include general overview policy questions and State Department telegrams. 3 cu ft. / yr.

PERMANENT. Cut-off every 2 years.
(Transfer to EOP Depository every 4 years.)
Transfer to FRC every 4 years.
Offer to NARS when 10 years old.

31. Bilateral Trade Relations Files.

The files are arranged alphabetically by subject. These files document consultations and negotiations resulting from the imposition or threatened imposition of trade-restrictive measures by other countries. 3 cu ft./yr.

PERMANENT. Cut-off every 2 years.
(Transfer to EOP Depository every 4 years.)
Transfer to FRC every 4 years.
Offer to NARS when 10 years old.

Records of the Policy Review, Economic Analysis
and Policy Development Section

The files of this office reflect its responsibilities for broad policy reviews and analyses. The purpose of its functions is to assure that negotiating positions plus other activities of STR fit into an overall coherent policy framework. It also serves the function of placing the negotiations within a broader domestic and international context while providing liaison with other elements of the Government.

The office maintains a broad range of skills focusing on economic analysis, computer technology and translation of analyses into policy and vice versa. The office has created and maintained an MTN computer data base in Washington and Geneva. The office also provides a focal point for STR participation in the Organization for Economic Cooperation and Development.

32. Subject Files.

- a. Multilateral Trade Negotiations (MTN) and Bilateral Trade Negotiations. This file is arranged alphabetically by major topic areas and by geographic location and contains economic analysis and analysis of policy approaches to various trade items. 1 cu ft/yr.

PERMANENT. Cut-off every 2 years.
(Transfer to EOP Depository every 6 years)
Transfer to FRC every 6 years.
Offer to NARS when 20 years old.

- b. Industry Section Advisory Committees (ISACS). This file is arranged alphabetically by subject and contains analysis and communication between STR and ISAC members. Also included are original policy and position papers on major commodity or trade issues that were prepared for the Ambassador. In addition there are analytic studies on potential issues of upcoming negotiations. 1 cu ft/yr.

PERMANENT. Cut-off every 2 years.
(Transfer to EOP Depository every 6 years.)
Transfer to FRC every 6 years.
Offer to NARS when 12 years old.

✓ 33. Organization for Economic Cooperation and Development (OECD) Files.

This file is arranged alphabetically by subjects and trade issues, i.e., grain development on various strategies or approaches to trade policy matters. Also included are minutes of summit meetings. Complete OECD documents are available from the Department of State, EUR/RPE.

TEMPORARY. Destroy on site when 6 years old.

34. Kennedy Round Negotiations Files.

- a. Subject Files. This file is arranged by participating country, geographical area and exceptions, and provide the bulk of record material for the Kennedy Round Negotiations. Such materials as technical economic analysis, alternatives to policy approached and minutes of meetings are included. *(one-time accumulation - no increase)*

PERMANENT. Cut-off every 2 years.
 (Transfer to EOP Depository every 12 years.)
 Transfer to FRC every 12 years.
 Offer to NARS when 25 years old.

- b. Exceptions and Offers. This file is arranged by organizations, exceptions and offers and also alphabetically by the subject that the exceptions or offers are concerned with. This file also includes the Kennedy Round Negotiations offers (arranged by geographic locations); European Economic Community position papers on exceptions to the Kennedy Round Negotiations by sector; Less Developed Countries exceptions (arranged by country); and minutes of meetings of the Kennedy Round Negotiations and the Organization on International Trade and Investment Policy.

PERMANENT. Cut-off every 2 years.
 (Transfer to EOP Depository every 12 years.)
 Transfer to FRC every 12 years.
 Offer to NARS when 25 years old.

35. Computer Section Files.

- a. Correspondence File. This unit's responsibility is to track and monitor STR correspondence.

This file consists of all correspondence from the public, industry, Congress and government agencies addressed to STR requiring the signature of the Ambassador (except invitations and other personal mail). Also included is STR originated correspondence signed by the Ambassador to the President, and statistical reports generated by the Computer Section.

The files are arranged alphabetically by subject consisting of incoming originals and outgoing copies (yellow). Internal office memos and memos to the President are filed chronologically together under "Memos".

Each piece of correspondence is coded into the computer by date of letter, author, topic, date of reply, and by name of constituent in the case of congressionals. The computer can call up the letters by dates, authors, topics, or dates of reply.

PERMANENT. Cut-off every 2 years. *2 cu ft./yr.*
 Transfer to EOP Depository every 2 years.
 Transfer to FRC every 2 years.
 Offer to NARS when 6 years old.

- (1) Congressional Chron File. This file contains copies (pink) of letters to congressmen arranged alphabetically by name. This file was established at the request of the Ambassador for reference use after the MTN. (i.e., if the Ambassador wants to know which commodities a particular congressman is interested in). *1 cu ft./yr.*

PERMANENT. Disposition same as ³⁵34(a) above

- (2) Chron File. This file contains copies (pink) of correspondence other than congressional. It is filed chronologically. *1/2 cu ft./yr.*

PERMANENT. Disposition same as ³⁵34(a) above.

- b. Trade Negotiations Files. This unit of the Computer Section generates reports on U.S. requests and on Foreign offers and requests on commodities. The source data for these reports is obtained through the Trade Policy Staff Committee. This material is filed alphabetically by country.

There are also reports generated from the Industrial Sector Advisory Committee (ISAC) and the Agricultural Technical Advisory Committee (ATAC) that are used for the Industrial Sector Advisory Reports (ISAR's). This material is filed alphabetically by commodity and is obtained from the ISAC and the ATAC. A complete file of the U.S. requests and foreign offers and requests is maintained by the Interagency Trade Policy Coordination, MTN Implementation Section. 1 cu ft/yr.

PERMANENT. Cut-off every 2 years.
 (Transfer to EOP Depository every 6 years.)
 Transfer to FRC every 6 years.
 Offer to NARS when 25 years old.

- c. Trade Action Monitoring System (TAMS) Files. This unit generates the Trade Action Monitoring System (TAMS) which consists of three reports that are filed in the correspondence file and are periodically updated. The reports are: (1) Petitions on various sections of the 1974 Trade Act, such as, Escape Clause (Section 201), Antidumping, Countervailing Duties, Unfair Trading Practices (Section 301 cases), and Unfair Trading Practices (Section 337 cases). (This report illustrates the progress of each case and the position of each case in the process of determining the final decision.) (2) Foreign TAMS, which updates the Trade Action on a particular commodity of a country and the date of implementation of the action described. (3) General System of Preferences, which is an update by petitioner. 1/2 cu ft/yr.

TEMPORARY. Destroy on site when 5 years old.

- d. Trade Advice File (TAF). The Trade Advice File (TAF) was created to enable the STR staff to access information and advice obtained from the private sector on specific commodities.

The TAF consists of information extracted from copies of correspondence from the private sector to STR that contain trade advice on specific commodities. This correspondence is coded by the last digit of the calendar year, Julian date, assigned number, and is cross referenced with a number of variables.

TEMPORARY. Cut-off every 2 years
Transfer to EOP Depository every 6 years.
Transfer to FRC every 6 years.
Destroy when 15 years old.

- e. Generalized System of Preferences (GSP) File. The GSP information report is updated periodically and printed out by the Trade Schedule of the U.S. (TSUS) number, country, and by commodity.

TEMPORARY. Cut-off every year.
Destroy on site when 3 years old.

Records of the Interagency Trade Policy Coordination,
Multilateral Trade Negotiations (MTN) Implementation Section

The files in this section of STR reflect its responsibilities for the Trade Policy Staff Committee (TPSC) and its various subcommittees and task forces. This section is also the focal point for direction of the MTN negotiations; coordination of all General Agreements on Tariff and Trade (GATT) activities; and is responsible for product standards, safeguards, quantitative restrictions, import licensing, customs matters, antidumping, and nontariff measures not dealt with multilaterally.

36. Trade Policy Staff Committee (TPSC) Files.

a. Trade Policy Staff Committee (TPSC) Master Files

- ✓ (1) The TPSC master file of position papers is arranged numerically by assigned document number. These cover many subjects and are not limited to commodities or countries. Included in the file are the "Action Record" (final approved document), one copy of the distributed version of the draft paper, and any other pertinent information. *5 cu ft./yr.*

PERMANENT. Cut-off every year.
Transfer to EOP Depository every 5 years.
Transfer to FRC every 5 years.
Offer to NARS when 15 years old.

- (2) The TPSC public information file contains briefs and statements received from the private sector in response to Federal Register notices requesting information on particular subjects or in connection with public hearings held by the Committee. These files are separated into sections dealing with each notice or hearing, and are arranged either alphabetically or by Tariff Schedules of the United States (TSUS) number or schedules. *2 cu ft./yr.*

PERMANENT. Cut-off every year.
Transfer to EOP Depository every 5 years.
Transfer to FRC every 5 years.
Offer to NARS when 15 years old.

b. Trade Policy Staff Committee (TPSC) Subcommittee Files. The files of the TPSC subcommittees (or

working groups) are arranged by subjects, such as, nontariff barriers, antidumping, countervailing duties, Government procurement, etc. The files contain agendas, minutes of the subcommittee meetings, reports to the TPSC, and background material used in formulating the reports to the TPSC.

2 cu ft/yr.

PERMANENT. Cut-off every year.
Transfer to EOP Depository every 5 years.
Transfer to FRC every 5 years.
Offer to NARS when 15 years old.

37. Country Files on Requests and Offers to the United States on Tariffs on Specific Commodities.

The files on requests and offers to the United States on the tariffs on specific commodities are arranged alphabetically by country (also included are those requests and offers between countries other than the U.S.). These files contain copies of documents from the U.S. Geneva delegation, and the GATT Secretariat which are used to assist in making policy decisions. It is the responsibility of this section to distribute a copy of each of the above documents to the TPSC members (8), each STR Section (4), and one to the computer section.

2 cu ft/yr.

PERMANENT. Cut-off every year.
Transfer to EOP Depository every 5 years.
Transfer to FRC every 5 years.
Offer to NARS when 12 years old.

38. Annual Report Files.

Copies of Annual Reports of the President of the United States on the Trade Agreements Program prepared by the Office of the Special Representative for Trade Negotiations.

Arranged
chronologically
Ca. 1/2"/yr.

PERMANENT. Cut-off every year.
(Transfer to EOP Depository every 5 years.)
Transfer to FRC every 5 years.
Offer to NARS when 15 years old.

ok -
para memo,
NAHP,
10/5/81